HYRUM CITY
POSITION DESCRIPTION
(NON-EXEMPT)

POSITION TITLE: Museum Curator

DATE OF REVIEW: 10/16/20

HOURS: 12-18 hours per week

WAGE: ____ per hour

APPROVED BY ______________________

DEPARTMENT/BRANCH: Museum

REPORTING RELATIONSHIPS:

POSITION REPORTS TO: Museum Director

POSITION DIRECTLY SUPERVISES: Museum Docents and Interns

POSITION PURPOSE:
Manages and cares for the museum’s collections, attends to visitor needs, maintains the museum’s online presence, and assists with educational programming, exhibit development, and other special projects.

NATURE AND SCOPE:
This position requires experience with museum best practices including collections care and management, exhibit curation, and education. Applicants must possess excellent organizational, research, writing, multi-tasking, and customer service skills. Excellent attention to detail, dependability, punctuality, and computer skills are also critical. Basic reception skills including answering the phone and greeting and assisting visitors are essential. Work hours are somewhat flexible and will be performed during museum operating hours, which are Tuesday and Thursday 12:00--6:00 pm and Wednesday 10:00 am--4:00 pm. At times, applicants will also need to be available to work during meetings and/or events in the evening or on an occasional Saturday.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

1. Facilitate positive visitor experience by engaging with and assisting the public and leading tours
2. Collections Management
   a. Cares for museum collections and archives
   b. Artifact maintenance and conservation/damage prevention
   c. Accessioning/Deaccessioning artifacts
   d. Managing artifact storage
   e. Performing artifact research
3. Online Marketing
   a. Maintain museum website
   b. Update social media accounts
4. Manage docents, interns, and other volunteers as needed
5. Develop, manage, and facilitate special projects as directed
6. Assist Director
   a. Educational programming
   b. Exhibit research and development
   c. School outreach
MINIMUM QUALIFICATIONS:

1. Public History experience (museum, archives, library, research, editing, etc.)
2. Knowledge of local history
3. Excellent communication skills including writing, speaking, and public relations experience
4. Proficient computer skills
5. Experience working on websites and managing other online media
6. Strong organizational skills and time management ability
7. Able to complete projects and other work with minimal supervision
8. Is friendly, approachable, and works well with others and the public

DESIRED QUALIFICATIONS:

1. Degree or Certificate in History, Museum Studies, Art History, Anthropology, Religious Studies, etc.
2. Spanish language skills